

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: BUSINESS APPLICATIONS ANALYST

JOB REQUISITION: 2430

LOCATION: SACRAMENTO

DEPARTMENT STATEMENT

As a result of the Trial Court Funding Act of 1997, the Administrative Office of the Courts (AOC) has taken a preeminent role in the trial court fiscal processes, which continues to evolve. The Office of Trial Court Financial Services (TCFS) was created by the AOC Finance Division to provide the 58 trial courts with a diverse range of services, including a centralized treasury system, core business and financial services, and to ease the transition from county to state stewardship. The TCFS is comprised of four organizational units: Accounting and Financial Services, Accounting Systems, Treasury and Cash Management Services, and Business Process Management.

Implementation of a statewide trial court financial system and centralized treasury will enable the courts to produce a standardized set of monthly, quarterly, and annual financial statements that comply with existing statutes, rules, and regulations. The objectives of the system are:

- To maximize investment opportunities and timely use and disbursement of cash;
- To standardize the accounting and business functions across all courts;
- To ensure uniformity of financial record keeping and maintenance;
- To provide consistency of data and quality of management information; and
- To provide judicial partners with timely and comprehensive financial information on a regular and timely basis.

The technology platform for the statewide trial court financial system is SAP, an internationally recognized financial systems software solution. SAP was selected as the Enterprise Resource Planning (ERP) solution to host the trial courts' financial and human resources management systems.

RESPONSIBILITIES

Under the direction of the manager of the Trial Court Business Process Analysis and Support (TCBAS) unit, this position performs complex studies of accounting processes, business procedures, and court administrative operations; formulate new or revised policies and/or procedures to meet court administrative and business operations' needs; prepares manuals of accounting procedures and guides and assist in the installation of new procedures and processes.

This position is responsible for the following tasks and duties:

- Contribute to multi-disciplinary work groups composed of internal and external subject matter experts assembled to formulate ideas, create integrated approaches and/or to solve program and business issues;
- Contribute to the direction of the design of accounting and business process workflow diagrams;
- Conduct system blueprint sessions in conjunction with the AOC staff, external subject matter experts, and/or contracted systems' integrators to document client needs, process requirements, and system specifications;
- Aid in establishing standards and metrics for evaluation of work processes;
- Prepare reports with recommendations based on studies and surveys to improve or change accounting and business operations' policies, processes, and procedures;
- Participate in the design and integration of the human resources information management system (CHRIS) with data needs and requirements of the trial court financial systems;
- Partner on business process development and implementation to ensure consistency with legislative intent, judicial partners' needs, and trial court financial requirements;

- Collaborate with the contracted system integrators and make recommendations regarding the acceptance of deliverables;
- Participate in the development of the SAP modules including, but not limited to Fixed Asset, Solution Manager, Public Sector Collections and Disbursements (PSCD), Budget Planning, Grants Management along with implementations of SAP Business Warehouse, Mobile Asset Management and revisions to the Court Accounting and Reporting System (CARS);
- Assist in the coordination of the operations and performance of the SAP with the Program Management Officer, including enterprise-wide functional changes to meet the needs of the trial courts;
- Support the implementation of the goals, objectives, policies, procedures, and work standards of the unit; and
- Communicate with the trial courts regarding the impact of business process or procedural changes.

This position requires travel statewide and may require evening and weekend hours.

QUALIFICATIONS

Knowledge of:

- Business systems applications.
- Principles and practices of functional area of assignment.
- Principles and practices of the application of information management systems to the functional work of an organization.
- Principles and techniques of project management.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and use of specified computer applications, such as word processing, spreadsheets and diagramming tools (such as Visio).
- Principles and techniques of preparing a variety of effective written materials.
- Database reporting tools such as Crystal Reports.
- Principles and techniques of analyzing and documenting functional business requirements.
- Principles and techniques of using fourth generation reporting and table maintenance tools.

Ability to:

- Communicate technical software and hardware issues to non-technical users and executive management.
- Use initiative and judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet procedural guidelines.
- Document the business requirements to be used in the evaluation, development, and/or acquisition of information management systems by an organization.
- Develop and maintain user documentation related to software applications used by an organization.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion with those contacted in the course of the work.
- Develop business process models.

MINIMUM EDUCATION AND EXPERIENCE

Equivalent to possession of a bachelor's degree, preferably with major course work in public or business administration and three years experience in business process analysis, operational documentation, and workflow analysis/process reengineering.

Additional experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of experience.

HOW TO APPLY

This position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget", and search for Job Req #2430, Business Applications Analyst. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

Salary Range: \$5,535 - \$6,727 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

**SUPPLEMENTAL QUESTIONNAIRE
FOR
BUSINESS APPLICATIONS ANALYST
(Req. #2430)**

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications as they relate to the position.

1. Briefly describe your experience and education and how it relates to this position.
2. Specifically describe your experience in overseeing the design and/or implementation of an accounting, business, personnel, and/or financial business process.
3. Specifically describe your experience in the analysis of a critical work process; what was your role in the development of an enterprise-wide business application or solution.
4. Briefly describe a situation that demonstrates your ability to maintain relationships with a diverse (all operational levels/technical and non-technical) customer base in a complex environment.
5. Describe your personal characteristics, values, ethics, and why you are the best-qualified candidate for this position.